

## **PROCUREMENT OFFICE**

### **Division of Finance**

### **Community, Municipal Services/Education**

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August 4, 2003

**RE: R.F.P. 260269-D  
Inmate Telephone Service**

### **Addendum No. 2**

Dear Ladies and Gentlemen:

This addendum is being issued to answer questions and issues presented at the pre-proposal conference as follows:

Summary of responses in Inmate Telephone Contract Pre-Bid Conference:

1. A pin system is not currently used and will not initially be used. As stated in the request, at some point during the contract period, the telephone system should be interfaced with the commissary system and a pin system will most likely be required to enable inmates to place commissary orders via the telephone system.
2. All calls will be collect and inmates should be able to make both local and long distance calls. Rates should be provided for both intrastate and interstate calls.
3. All calls are currently limited to fifteen (15) minutes. The capability should exist to change this duration if needed during the contract period.
4. The telephone system should provide the capability for recording calls and storage of such recordings for a period of 30 days. The system should also have a capability to generate reports resource of calls, time of calls, duration of calls and destination of calls.
5. Technical information regarding the Keefe Commissary system that is currently used should be addressed to:

Chris Moje, Area Sales Manager  
921 Corporate Lane  
Chesapeake VA 23320  
Cell: 757-979-9597  
Telephone: 1-800-831-1728  
Fax: 1-800-480-8648

6. The anticipated contract start date is October 1, 2003.
7. The award decision will be based on a combination of the rates for inmate calls and the commission rate assigned to the facility.
8. One (1) correction to RFP was noted: p.2 HCCC: 3 telephones in each of 10 pods. The total number of phones per the request is correct (71).
9. One (1) addition to the contract: The contract should provide for one (1) portable TTD unit for hearing-impaired inmates.

All other requirements remain the same.

Sincerely,  
THE CITY OF HAMPTON, VA.

Doris McRae  
Buyer